



# JOB OPPORTUNITY

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**Announcement Number:** 05-269 (Note: Applicants who applied under 05-221 will continue to receive consideration under this announcement.)

**Position Title:** **Supervisory Physical Scientist (Chief, Testing and Technical Services Division)**

**Series and Grade:** PG-1301-14

**Salary Range:** \$88,369 - \$114,882 PA

**Promotion Potential:** PG-14

**Opening Date:** 11/15/05

**Closing Date:** Open until Filled (The vacancy announcement will be open until further notice, therefore cut-off dates have been established for every 30 days. The **1<sup>st</sup> Cut-Off Date: 12/15/05, 2<sup>nd</sup> Cut-Off Date: 01/16/06, 3<sup>rd</sup> Cut-Off Date: 02/15/06.**

**Location of Position:** Plant Operations, Quality Control and Inventory Management Department, Testing and Technical Services Division, Shift 1, Washington, DC

**Number of Openings:** One

**Type of Appointment:** Permanent

**Work Schedule:** Shift 1, Full-time

**Who May Apply:** All U.S Citizens

## **ABOUT THE GPO:**

Today, the GPO is at the epicenter of technological change as it embraces its historic mission while looking to the digital future. The men and women of the GPO are hard at work transforming the agency into a digital information processing facility that will continue Keeping America Informed into the 21st century and beyond. Come be a part of history in the making as the largest information processing, printing, and distribution facility in the world transforms into a revolutionary digital facility.

## **MAJOR DUTIES:**

Serving as Chief, Testing and Technical Services Division, directs and supervises employees in a testing laboratory and sets policy on the testing, inspection, and quality assurance programs. Oversees and directs projects on measurement methods and metrics, development of standards and specifications, and implementation of process improvement for printing and imaging. Manages (1) the analyses and evaluation of contract print requirements, determining which variables to control and their effect on the cost of the job; and (2) quantitative (statistical) analyses and studies on in-plant print and imaging manufacturing processes, inspection and test results to determine quality trends, discrepancies, and control limits for processes and work types, and identification of out of control operations, contractors, etc. Makes presentations at national and international trade conferences and prepares technical paper for publication in national and international trade journals on new findings pertaining to novel evaluation methods and procedures. Performs the full range of supervisory duties including personnel management, preparation of the budget and other management activity reports. Performs other related duties as assigned.

**Continued on Next Page**

**QUALIFICATIONS NEEDED:**

**Basic Requirements:** a) Degree: physical science, engineering, or mathematics that included 24 semester hours in physical science and/or related engineering science such as mechanics, dynamics, properties of materials, and electronics. **OR b)** Combination of education and experience--education equivalent to one of the majors shown in A above that included at least 24 semester hours in physical science and/or related engineering science, plus appropriate experience or additional education. Please send a copy of your official transcript documenting your educational background. **In addition to the basic requirements:** Applicants must possess 52 weeks of specialized experience equivalent to the next lower grade level performing quantitative and quality assurance analyses, developing and writing specifications, and recommending quality and process improvement methods. Overall, specialized experience is experience, which is directly related to this position and has equipped the applicant with the particular knowledge, skills, and abilities in order to successfully perform the duties described above.

All qualification requirements must be met by the closing date of this announcement.

**HOW YOU WILL BE EVALUATED:**

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability and other characteristic (KSAO) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSAO. When describing your KSAOs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSAO.

You must submit separate narrative response statements for each KSAO with your application package.

**Knowledge, Skills, and Abilities and Other Characteristics required for this position:**

1. Extensive knowledge of accepted QA/QC practices (e.g., Six-Sigma, Quality Process Control, Design of Experiments, Reliability Engineering, Lean Manufacturing, ISO 9000 principles, etc) to develop and implement process improvements.
2. Demonstrated skill in supervising professional staff (10+) in a dynamic manufacturing environment. Success in establishing productive relationships with direct reports, peers, internal and external customer, and upper management. Ability to lead, motivate and grow scientific and technical personnel.
3. Strong knowledge of modern manufacturing processes and inventory management techniques, quantitative methods and statistical analysis, quality audit principles, and process capability as applied in production and procurement systems.
4. Demonstrated ability to implement performance metrics designed to monitor the performance of manufacturing processes, and success in leveraging these metrics to optimize and streamline operations.
5. Ability to communicate effectively orally and in writing in both formal and informal settings, provide well-written and clear/concise documents on highly complex and/or significant issues, and represent management's viewpoints to staff and customers in meetings at all levels.

**HOW TO APPLY:**

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There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

**STEP 1:** Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf). If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at: [http://www.gpo.gov/careers/pdfs/Resume\\_Checklist.pdf](http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf).

**STEP 2:** Prepare separate narrative responses to each of the KSAOs listed in this announcement.

**STEP 3:**

**Current and Former Federal Employees:** Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106.

Applications will be accepted from both status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures only.

**Veterans:** Attach a copy of your most recent DD-214, “Certificate of Release or Discharge from Active Duty” or letter from the Veterans Administration documenting your military service. If you are claiming 10-point veteran’s preference, you must also attach an SF-15 “Application for 10-Point Veterans’ Preference” plus the proof required by that form. For more specific information about your veteran’s preference and eligibility, please visit <http://www.opm.gov/veterans/>. When one application is received, it will be considered under merit promotion procedures only, when applicable.

**Applicants with Disabilities:** If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of the position and are eligible for an excepted appointment based on a physical or mental disability.

**STEP 4:** Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

**Send your complete Application Package to:**

Application Processing, STP: HCD  
U.S. Government Printing Office  
732 N. Capitol Street, NW  
Washington, DC 20401  
FAX: (202) 512-1292  
Email: [applicationprocessing@gpo.gov](mailto:applicationprocessing@gpo.gov)

**For Additional Information please contact:**

Plant Operations Human Capital Department  
Kristy Kaptur  
Phone: (202) 512-1308  
TDD: (202) 512-1519

**Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.**

**Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.**

**PRE-EMPLOYMENT CONSIDERATIONS:**

Selectees must successfully pass a drug test and background check before appointment. Current GPO employees are not subject to these requirements.

GPO will not pay relocation costs.

**BENEFITS:**

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

**GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.**

**GPO is an equal employment opportunity employer.**